



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-PM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 8/06/79	1. Agency Address Georgia Ports Authority Operations Division, Bulk Facility Post Office Box 2406 Savannah, Georgia 31402	Application Number 79-148	
Application Number 77		Date Received AUG - 9 1979	Date Completed AUG 31 1979
2. Person to Contact Dewey Whitaker		Working Title Superintendent	Telephone Number 964-1721, # 270
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest: 1972 Latest: To Date		5. Records Series Title (followed by title used in office, if different) Bulk Facility Car Reports File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Director of Operations assists the Executive Director in the managerial functions of the Georgia Ports Authority and is responsible for the operations of the Savannah State Docks & Warehouses - Garden City Terminal and Ocean Terminal, Savannah State Docks & Railroad Company, Augusta State Docks - Barge Terminal, Bainbridge State Docks - Barge Terminal & Brunswick State Docks & Warehouses. He also handles the function of leases, including negotiating leases for all divisions of the Port Authority and with commercial and industrial concerns for use of space provided by the Georgia Ports Authority. The Bulk Facility is utilized for the storage and exportation of commodities moving in dry bulk form.			
7. Record Series Description Documents relating to: included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Reporting arrival of rail cars and disposition for unloading and releasing rail cars. Car reports, spot sheets, pull orders, Bulk Facility logs, demurrage explanation assistance logs, rail orders, rail car reports for bad orders.	
File is arranged: Chronologically			
8. Monthly Reference Rate One to six months old <u>daily</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>2 legal boxes</u>			

X		If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		* g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		* h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 2 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Retained for two years for convenience of this facility.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ 6 _____ month(s) _____ year(s); then
- ☒ Transfer to local holding area, hold _____ 1 1/2 _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

* g. A portion of the information is recorded in the tonnage report which is a permanent record of Georgia Ports Authority.

* h. Pull Orders are duplicated to David Carter, Demurrage Bureau, Savannah, Georgia.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Reverend R. Whitaker</i>	8/31/79	<i>Carol Mackey</i>	7-31-79
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Carroll Hunt</i>	8-27-79
		<i>Michael</i>	8-29-79